

# SPONSOR CHECKLIST

PROJECT No. \_\_\_\_\_ P.I. No. \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_

MOU RECEIVED \_\_\_\_\_  
MOU SIGNED BY SPONSOR \_\_\_\_\_  
MOU SENT TO GDOT PM \_\_\_\_\_  
A-133 AUDIT SENT TO GDOT PM \_\_\_\_\_  
NTP FOR PE RECEIVED FROM GDOT \_\_\_\_\_  
CONCEPT REPORT SENT TO GDOT PM \_\_\_\_\_  
CONCEPT REPORT APPROVED BY GDOT \_\_\_\_\_  
106 SENT TO GDOT PM \_\_\_\_\_  
106 APPROVED \_\_\_\_\_  
CE SENT TO GDOT PM \_\_\_\_\_  
CE APPROVED \_\_\_\_\_

IF TE FUNDS USED FOR ROW:  
TE AGREEMENT RECEIVED FROM GDOT \_\_\_\_\_  
SIGNED TE AGREEMENT SENT TO GDOT PM \_\_\_\_\_  
ROW PLANS APPROVED BY GDOT \_\_\_\_\_  
NTP FOR ROW RECEIVED FROM GDOT \_\_\_\_\_  
ROW ACQUIRED \_\_\_\_\_  
ROW CERTIFICATION SENT TO GDOT PM \_\_\_\_\_  
ROW CERTIFICATION APPROVED BY GDOT \_\_\_\_\_

PLANS APPROVED BY GDOT \_\_\_\_\_  
COST ESTIMATE SENT TO PM FOR DBE GOAL \_\_\_\_\_  
DBE GOAL (%) \_\_\_\_\_  
BID DOCUMENTS APPROVED BY GDOT PM \_\_\_\_\_  
SIGNED TE AGREEMENT SENT TO GDOT PM \_\_\_\_\_  
AUTHORIZATION TO ADVERTISE FROM GDOT PM \_\_\_\_\_  
BID DATE \_\_\_\_\_  
NTP FOR CONSTRUCTION RECEIVED FROM GDOT PM \_\_\_\_\_

CONSTRUCTION CONTRACT AMOUNT \_\_\_\_\_  
CONSTRUCTION CONTRACT AWARD DATE \_\_\_\_\_  
PRECONSTRUCTION CONFERENCE HELD \_\_\_\_\_  
SUPPLEMENTAL AGREEMENT (if necessary) \_\_\_\_\_  
SUPPLEMENTAL AGREEMENT AMOUNT \_\_\_\_\_  
SUPPLEMENTAL AGREEMENT SENT TO GDOT PM \_\_\_\_\_  
SUPPLEMENTAL AGREEMENT APPROVED \_\_\_\_\_  
MATERIALS CERTIFICATION SUBMITTED TO GDOT \_\_\_\_\_  
FINAL PROJECT ACCEPTANCE SENT TO GDOT \_\_\_\_\_  
STATEMENT OF FINAL PROJECT EXPENDITURES FORM \_\_\_\_\_  
SENT TO GDOT PM & AREA OFFICE \_\_\_\_\_  
PROJECT COMPLETED \_\_\_\_\_